CALL FOR APPLICATIONS FOR AN ADVANCED TRAINING PROGRAMME
for a Young Journalist to be seconded by a News Agency

In the context of the establishment of the ANSA New Europe Portal the CEI will award one (non taxable) fellowship of €1,500.00 per month for the duration of seven months, renewable for another seven months, for a young journalist from a CEI country.

GENERAL REQUIREMENTS

The selected candidate will join the Secretariat of the Central European Initiative (CEI) in Trieste. On the basis of his/her curriculum and professional experience, he/she will cooperate with the CEI staff and ANSA staff in Trieste for the initial phase of operation of the ANSA New Europe Portal and its development. He/She will also carry out tasks linked to communication and information as well as other CEI activities in the field of media.

DESCRIPTION OF DUTIES

- Elaboration of any material useful for publication in the Portal, including statements from institutional/high ranking representatives of CEI member countries, as well as ad hoc interviews with Ministers, prominent civil society leaders and other stakeholders, high-level representatives of Academia, Science and Technology and Industry;
- Liaising with the ANSA Office in Trieste;
- Liaising with news agencies and media of CEI Member States;
- Drafting press releases, organising press conferences and preparing material for the CEI website under the supervision of the CEI Senior Officer in charge of media and communication;
- Assistance in the organisation of CEI meetings and events including: preparation and distribution of documents and background material for the media; follow-up activities, such as website updating, press clipping and updating of media mailing list;
- Communication activities related to the implementation of EU-funded projects.

EVALUATION CRITERIA

Main qualifications

- Employed at a News Agency of a CEI Member State: priority will be given to candidates from non EU countries;
- Up to 35 years of age;
- Excellent knowledge of English and good knowledge of Italian, both spoken and written;
- Proficiency in using Microsoft Office applications, including Word, PowerPoint and Excel.

Other Assets

- Knowledge of another CEI Member State language;
- Knowledge of the CEI mission;
- Experience in interacting with public bodies and EU or National Institutions.
SKILLS

- Good self-organisation towards meeting deadlines;
- Good team worker in an international context;
- Attitude towards working independently under the supervision of the Officer in charge;
- Able to interact with top-level management at corporate and public level;
- Strong personal commitment to achieving goals.

TYPE AND TERMS OF CONTRACT

Fellowship of €1,500.00 per month (non taxable) for the duration of seven months, renewable for another seven months.

Expected starting date: January 2014

To apply for the post, please send your CV (Europass format) including permission of the Personal Data Protection Code (Italian Legislative Decree n° 196/2003, June 2003), a motivation letter, two referral letters and a letter of authorisation for the secondment to cei@cei.int.

The application documents are to be sent to the above-mentioned e-mail address at the latest by 15 November 2013, mentioning in the subject “Advanced Training Programme Application”.

Applications received after the expiry date or through different channels will not be eligible.

SELECTION PROCESS

The selection procedure will be in compliance with that provided for the implementation of EC co-funded projects. Shortlisted candidates will be contacted for an interview at the CEI premises in Trieste between 11-22 December 2013. Rejected candidates will not receive any notification.

The evaluation – on the basis of competitive merit – will be concluded and successful candidates will be informed before the end of December.